



**State of Colorado
Work-Life Employee Discount Program
Vendor Application Instructions**

Be sure to read the Work-Life Employee Discount Program policy before completing and submitting the application. This document is to serve as a guide for properly completing and submitting the application.

Company name: **List the official name of your company or business.**

Main business address: **List the official business address.**

Main business phone number: **List the main or central business phone number.**

Main business fax number: **List the main or central business fax number.**

Business location(s): **List all Colorado business addresses/locations.**

Company website address: **List your business web page address (for example, www.colorado.gov).**

Contact person: **The name of the person who will be the central point of contact for the Work-Life Program.**

Contact phone number: **Contact person's phone number.**

Contact email address: **Contact person's email address.**

Discount details: **List the actual discount or real value being offered. For example, 20% off monthly service fees, free installation, no membership fees, etc.**

Industry: **Categorize your business, for example, dry cleaning, automobile service, retail grocery, wireless telephone service, etc.**

Licensing, certification, or other requirements (please list all information): **If the nature of your business requires licensing or certification (including employee credentials) you must list any and all information here.**

Secretary of State or Department of Revenue business identification number: **Supply the identification number given to your business when registering with the Colorado Secretary of State Office or Colorado Department of Revenue.**

Services or products offered: **List the types of products or services your business offers, for example, computers and related service, or carpet cleaning, or hubcaps, wheels and tires, etc.**

Discount offered to all state employees: **Yes or No.**

If no, list all requested limitations or restrictions on the discount offer: **List any restrictions or limitations and justification, which may preclude all state employees from discount eligibility. If all state employees are eligible for your discount offer, this section should be left blank. For example, a satellite television company wishes to exclude employees outside of the Denver area due to the high cost of traveling outside of that area - all employees within 50 miles of Denver are eligible for free satellite installation. Without the limitation on eligibility, the business would be unable to offer the discount to all employees because it may lose money.**

If your company has a website, are you able to create a “splash” or “intro” page, exclusively for state employees, listing the discount details? If so, please include the URL: **List the address of the web page that state employees will use to view information about the discount offer. This web page must be functional at the time this application is sent.**

If no website, please email the one-page document you would like posted to vendor.discounts@state.co.us: **If your business does not have a website (no URL listed in the section directly above) please email a one-page document that contains all of the pertinent discount information.**

By sending this application, the vendor is agreeing to all conditions and policies and attesting that all information provided on this form is factual.